



**SAFETY SENSITIVE POSITION**

**Muscogee (Creek) Nation  
Human Resource Management Services**

Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 4/29/2024 12:58 PM	Employee Requisition Number <b>ER-24333</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>PROJECT MANAGER</b>			
Pay Grade MG 7	Salary Range \$51,188-66,809	Classification Management	
Department: DEVELOPMENT MANAGER	Location: Okmulgee	Location Code: 802	FT/PT Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.  
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the supervision of the Development Director, the Project Manager is responsible for the effective and efficient supervision of all new construction and rehab of acquisition or repossessed home projects, including planning and administration of the construction projects until completed.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Organize and plan the development of new housing projects when sites are ready to be placed on a project for new dwelling construction including the bidding and contracting process.</li> <li>2. Knowledge of bid procurement process from initial contract with contractors through the awarding of the contract. Will participate in the bidding process for all new construction projects.</li> <li>3. Manage project budgets to ensure delivery within approved parameters and completion within set timescales.</li> <li>4. Develops positive working relationships and effective communication with contractors, subcontractors, architects, engineers, city or county inspection officers, and staff in developing construction designs, plans and material specifications. Plan site meetings for project coordination.</li> <li>5. Inspects construction site to monitor progress to ensure conformance of contractual commitments for contractors/subcontractors including but not limited to: cost, quality, scheduling, filed activity, plan specifications, building code requirements, and safety controls as required by OSHA and/or building codes.</li> <li>6. Prepare and delivers presentations regarding various development projects to management, executive staff, national council, city officials and general public when necessary.</li> <li>7. Ensure proper communication concerning changes in established deadlines or challenges that may affect the project completion date.</li> <li>8. Ensure the project is in compliance with all federally imposed guidelines of the Native American Housing Assistance and Self Determination Act (NAHASDA).</li> <li>9. Maintains professional education and attends meetings or conferences</li> </ol>



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	<p>to keep abreast of changes in requirements and current trends in the field.</p> <p>10. Monitor activities and guide the Development Inspectors in the day-to-day operations.</p> <p>11. Coordinate with other departments when needed for planning future projects, applying for grants, etc.</p> <p>12. Prepare weekly, monthly and quarterly reports as requested.</p> <p>13. Other duties as assigned.</p>
Minimum Requirements:	Associate Degree in a construction related field or business management, with 5 years or more of related experience and/or training in construction, business management or project development; or equivalent combination of education and experience.
Preferred Requirements:	Bachelor's Degree construction related field, or business management, with 5 years of construction or business management or development experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

- Customer Service:** Responds promptly to customer needs; Responds promptly to voicemails and emails.
- Professionalism/ Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.
- Time Management:** Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Analytical Skills:** Collects and researches data; Uses intuition and experience to complement data.
- Teamwork:** Balances team and individual responsibilities; Exhibits objectivity and openness to others' views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone's efforts to succeed.
- Leadership:** Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions.
- Ethics:** Works within the approved budget; Conserves organizational resources. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.



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- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures, including cyber security.
- Attendance/Punctuality:** Regular and on time attendance. Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction; Takes responsibility for own actions.

#### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- Up to 50 lbs.
- Up to 100 lbs.
- Over 100 lbs.
- Physical Exam

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

#### Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: **If any box is checked THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).**

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of
- None of these apply.

#### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.





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#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

#### **MCN Policy Requirements:**

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.

#### **Medical Marijuana License Holder Protection and Non-Discrimination**

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.